

2016 Project on Racism Essay Contest Student Checklist

- ☐ Is your Contact Information Form filled out completely and accurately, and paper clipped to your essay?
- ☐ Did you EXCLUDE all identifying information (such as name, school, grade, age, and teacher) from your essay?
- ☐ Is your essay five (5) pages or shorter?
- ☐ Is your essay either handwritten, typed, or computer-generated in 12-point Times New Roman font?
- ☐ Is your essay legible after photocopying?
- ☐ Is your essay double-spaced?
- ☐ Is your essay on white paper?
- ☐ Does your essay answer each and every question in the Topic?
- ☐ Did you check for errors in spelling, grammar, and punctuation?
- ☐ Does your essay contain only your own original work?
- ☐ Are the pages numbered at the bottom, i.e., 1 of 5, 2 of 5, etc.?
- ☐ Did you exclude drawings, references, and other attachments?
- ☐ Did you exclude staples?
- ☐ Did you paper clip together the Contact Information Form and the essay?
- ☐ Is your entry being submitted on or before October 23, 2015?
- ☐ Are you submitting your essay only once?